



# CITY OF HOUSTON

## Job Posting

1	<i>Applications accepted from:</i>	ALL PERSONS INTERESTED
2		
3	<i>Job Classification</i>	ADMINISTRATIVE SPECIALIST
4	<i>Posting Number</i>	PN #109280
5	<i>Department</i>	HOUSTON POLICE
6	<i>Division</i>	TECHNOLOGY SERVICES
7	<i>Section</i>	PROJECT MANAGEMENT OFFICE
8	<i>Reporting Location</i>	33 ARTESIAN, 2 <sup>ND</sup> FLOOR*
	<i>Workdays &amp; Hours</i>	MONDAY – FRIDAY, 8:00 A.M. – 4:00 P.M.*
		*Subject to change

- 9
- DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Performs varied professional administrative functions in the research, development, interpretation and implementation related to departmental and divisional operations for division. This will include composing, editing, and revising correspondence for Deputy Director and Assistant Director. Prepares business case documentation for potential IT Projects. Supports the Project Management Team in coordinating the preparation of reports and tracks projects in accordance to the IT Governance Process. Create training manuals. Handles issues and information of a highly sensitive nature. Schedules meetings, travel arrangements, maintains calendar and answers incoming calls for the Assistant Director. Researches and responds to citizens and employees inquiries regarding project management via telephone and in person. Assists as needed in producing public information activities, including preparing news releases, brochures, visual presentations, etc. Establishes and maintains files for the section. Maintain highest professional level of customer service by utilizing efficient problem-solving techniques to address customer concerns and inquiries. Performs other administrative duties as requested.
- 10
- WORKING CONDITIONS**

There are no major sources of discomfort, i.e., essentially, normal office environment with acceptable lighting, temperature and air conditions.
- 11
- MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor’s degree in Business Administration, Liberal Arts, or a related field.
- 12
- MINIMUM EXPERIENCE REQUIREMENTS**

Three years of administrative experience are required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.
- 13
- MINIMUM LICENSE REQUIREMENTS**

None.
- 14
- PREFERENCES**

Proficient with Microsoft Office environment, (Word, Excel, PowerPoint, Project). Excellent verbal and written communication skills. Prior experience assisting executive level management in a fast paced, confidential environment.
- 15
- SELECTION/SKILLS TESTS REQUIRED**

None.
- 16
- SAFETY IMPACT POSITION**

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

Yes    X No
- 17
- SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 20

\$1,211.00 - \$1,734.00 Biweekly    \$31,486.00 - \$45,084.00 Annually
- 18
- OPENING DATE**

March 8, 2006
- 19
- CLOSING DATE**

March 14, 2006
- 20
- APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> Floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 308-1300. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer